Instructions for Completing 5-Year Comprehensive Education Plan (5YCEP)

Summer 2009

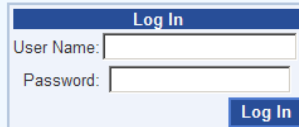# Instructions for Completing Five-Year Comprehensive Education Plan

- Go to http://data.opi.mt.gov/5ycplan or click the link on the Five-Year Comprehensive Education Plan web page.
- For assistance with creating your plan, contact Al McMilin at (406) 444-4436, Colet Bartow at (406) 444-3583 or Kris Goyins at (406) 444-0729
- For assistance with logging in or using the web application, call the Helpdesk at (406) 444-0087
- Login using the school or district CITRIX username and password. These are mailed to the district each June.

Single Schools in a district must login as the District login. This only applies to districts with one single school in the district.
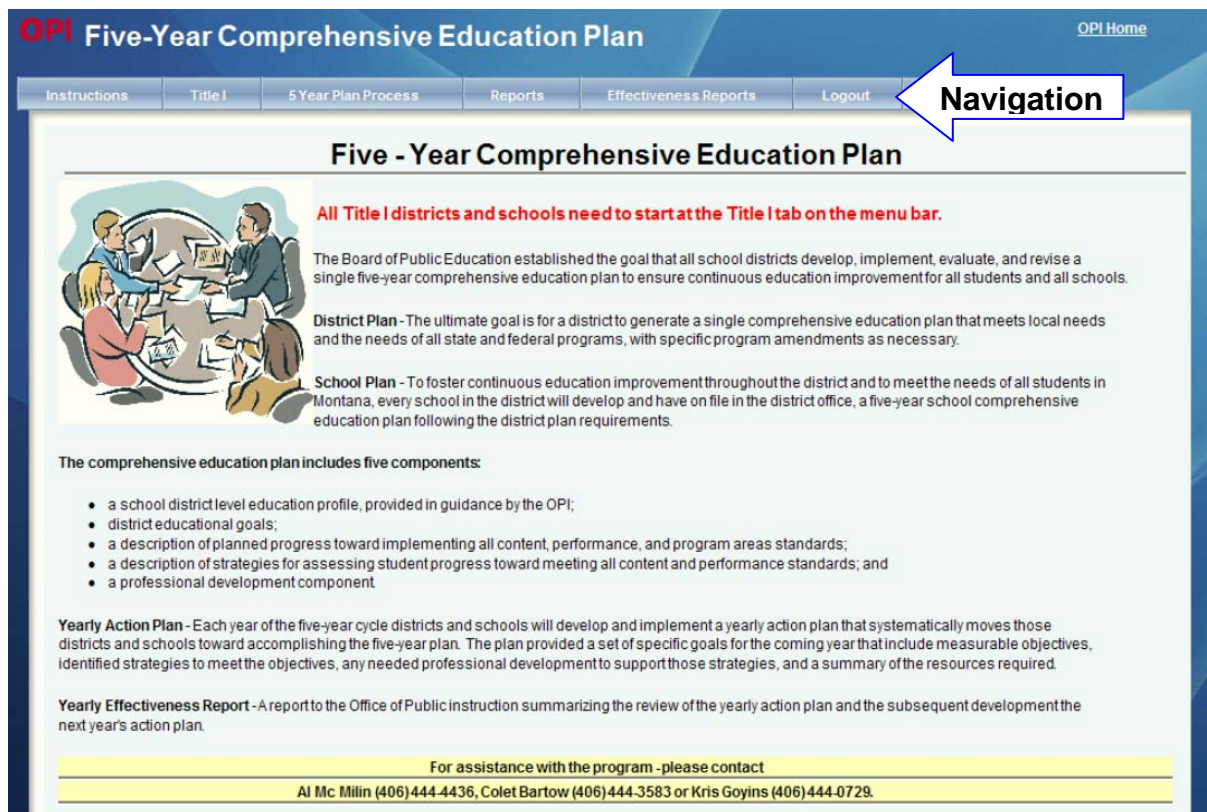
Log In
User Name:
Password:
Log In

The Menu bar at the top of the screen is viewable from all pages

- **Return to Home** from any page will return you to this screen.
- **Instructions** opens a new window and contains links to useful documents
- **Title I** - **If your district and/or school is a Title I district or school, you need to start the process by clicking on Title I and follow the instructions**.
- **5 Year Plan Process** lists the steps you should take to complete your plan.
- **Reports** allows you to print your reports to PDF
- **Logout** allows you to exit the system when you are finished working for the day.

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Note: The **"blue bars"** throughout the site are buttons that take you to other screens.

- Title I menu
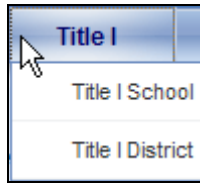
Depending on whether you are logged in as a school or a district, select the appropriate menu item. The instructions on that page will step you through both 5YCEP and the applicable Title I plan.

If you are neither a Title I School nor a Title I District proceed directly to the 5 Year Plan Process Menu.

5 Year Plan Process menu

- **Step 1 Profile**

Complete the information regarding your school or district. **Save**.

Note: You will need to return to this page after you have completed Step 2 and enter your district or school goals in the appropriate text boxes.

- **Step 2 Correlate Review**

This page lists the three categories and their associated correlates. See more detailed instructions below.

- **Step 3 Yearly Action Plan**

Follow the instructions on this page to provide your goals for the year. Be sure to press **Save** when you are finished.

Step 2 - Completing the Correlate Review

- Select a correlate name to view its quality indicators and access the activity buttons for that correlate.

- The activity buttons and data entry instructions are the same for all correlate pages.
- Be sure to **Save**.

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For example, selecting 1-Curriculum under the Academic Performance Category takes you to this page:

- Click **Go to Data Sets** to view existing graphs or to create or import your own graphs. This set of graphs will become part of your plan.

  ♦ The **Data Sets** page contains four tabs:

1. **Graphs/Required Data Sets**

   These OPI-created graphs are a part of your plan. The data is supplied from OPI databases. Some pages will not contain any pre-made graphs.

2. **Graph Your Own Data Sets**

This function contains empty grids for you to enter data that you would like displayed as a graph.
   a. First, enter the title of your new graph.
   b. To enter the first row of data, click the **Edit** button and name the row. Then fill in your data and click **Update** to view the graph.
   c. Add subsequent rows of data in the same way.

3. **Upload Your Own Graphs**

You can upload your own images (100 KB Max) (Allowed file types are: *.jpg, *.jpeg, *.png and *.gif.)
   a. Browse to the image you wish to upload and click Upload Image.
   b. Use the Remove button to delete unwanted images.

4. **Optional OPI Data Sets**

This function provides a list of optional graphs that you may want to include in your plan.
   a. Use the Select/Unselect button next to each graph title to add or remove it from your plan.
   b. Scroll down past your selected graph to see the Select/Unselect grid.

- Choose **Return to Correlate Page** at the top of the screen when you have completed your graphs for this correlate.

- Select **Go to Quality Indicator Notes** to enter any information for the quality indicator notes. **Save** before returning to the Correlates page.
  - These notes would reflect analysis of applicable data.
  - Choose **Return to Correlate Page** at the top of the screen when you have completed your Quality Indicator Notes for this correlate.

- Select **Go to Correlate Comments and Goals** once you have set up or uploaded all of your pertinent data sets and entered your quality indicator notes. This page provides text boxes where you can detail your challenges and how you will address them for the next five years. **Save** before returning to Correlates page.

- You can come back to any page, whether or not it has a completed checkbox, and make additional comments. Be sure to **Save** after each addition.

- Continue to work through all correlates in each category. Select **Category Comments and Goals** for the particular category and follow instructions to complete the text boxes. Once the category comments and goals are entered, be sure to **Save**. This will result in a green circle and yellow checkmark which indicate the category has been completed.

Step 3 - Completing the Yearly Action Plans

Once you have all the categories complete, you will go to **Step 3 Yearly Action Plans**. Text boxes have been provided which support the required format for the yearly action plan goals. The text boxes have a limit of 7000 characters. You can copy and paste from other documents into these boxes. Be sure to **Save** any changes or additions before you exit this page.

Reports

The Reports menu gives you the option to print any of the documents you have created to a PDF format. You can save these documents to your computer.

Note: OPI graphs will not printout as part of the reports. They can be saved as a "picture" to your computer and are then available for your use. Any graphs or charts you upload will print out.